

ASSISTANT  
GS-0301-11

I. INTRODUCTION

This position is located in the Department of Labor (DOL), Employment and Training Administration (ETA). ETA provides Federal grants and technical assistance to State and local levels who provide workforce development services to various adult and youth populations. This position provides a staff assistant to an ETA executive, performing a wide variety of recurring and non-recurring assignments and special studies and projects.

II. MAJOR DUTIES AND RESPONSIBILITIES

Assists the executive and his/her key staff in management planning, policy and decision-making sessions. Analyzes issues, goals, and initiatives. Recommends options during managerial planning and policy formulation. May log and track high-level requests received from the White House, Executive Offices, Congress, State and local government officials and assure that timely, appropriate responses are made.

Expedites priority projects. Assists in the development of courses or plans of action for accomplishing such assignments. Investigates issues to establish the nature and scope of identified problems, and define the array of alternative methods and techniques available to resolve them. Performs or participates in special assignments and projects which may be of a sensitive or high-priority nature.

May represent and speak for the executive in informal circumstances. In meetings with management officials, recommends actions or commitments which reflect the goals, objectives, and views of the executive. May perform public information duties. Ensures the development of briefing information for the executive on evolving issues of concern.

III. FACTORS

Factor 1 - Knowledge Required by the Position

FL 1-7

1250 pts.

Knowledge of the principles, techniques, and methods applicable to the programs and missions of the executive's organization; as well as knowledge of pertinent laws, regulations, and policies related to the executive's organization sufficient to plan, schedule, and conduct operational, evaluation, and improvement projects.

Knowledge of the executive's organizational objectives and requirements sufficient to extend, adapt, and apply new techniques and methods to solve problems and improve effectiveness.

Skill in oral and written communications in order to respond to inquires, advise and consult with customers, present recommendations, and prepare reports.

Factor 2 - Supervisory Controls

FL 2-4

450 pts.

The supervisor provides limited direction, setting the overall project objectives. The supervisor, in consultation with the incumbent, develops deadlines and project plans. The incumbent is responsible for independently performing assignments and keeping the supervisor apprised of potentially controversial issues. Completed work is reviewed for feasibility, compatibility with other work, and effectiveness in meeting requirements and expected results. The supervisor may develop a performance management plan identifying office specific duties for the incumbent to perform.

Factor 3 - Guidelines

FL 3-3

275 pts.

Guidelines consist of standard Federal regulations, organizational policies, and directives. Procedural guidelines are not always applicable to specific project assignments; therefore, the incumbent must use judgment in selecting or adapting guides.

Factor 4 - Complexity

FL 4-4

225 pts.

The work involves many different and unrelated work processes and methods including researching rules and regulations affecting the executive's program, analyzing data gathered, and preparing reports with recommendations. The work may require frequent modification of analytical techniques for conducting studies and establishing criteria for information collected. The incumbent utilizes existing policy and established methods to determine what needs to be done and develops methods for collecting and assessing the information gathered.

Factor 5 - Scope and Effect

FL 5-3

150 pts.

The work involves planning, advising on, and evaluating assigned projects. The projects planned, developed, monitored, or evaluated impact the conduct, direction, and success of efforts important to the achievement of program objectives. The overall regulations, legislation, and policies produced as a result of the incumbent's efforts materially affect internal and/or external program operations.

Factors 6/7 - Personal Contacts/Purpose of Contacts Level 3.b.

110 pts.

Contacts are with employees, supervisors, and managers throughout the organization. Some contacts are with consultants, contractors, or managers at the agency level. Contacts are for the purpose of gathering information to facilitate studies being conducted or exchanging information and discussing issues and options available. There may be some degree of controversy involved in the process of influencing others to accept ideas.

Factor 8 - Physical Demands

FL 8-1

5 pts.

The work is primarily sedentary.

Factor 9 - Work Environment

FL 9-1

5 pts.

Work is generally performed in an office setting. Occasional travel by any means of government or public transportation may be required.

TOTAL = 2470 pts.

#### IV. UNIQUE POSITION REQUIREMENTS